

S-E-C-R-E-T

MANAGEMENT  
14 June 1965

DD/S ADMINISTRATIVE  
INSTRUCTION No. 65-10

COST REDUCTION AND MANAGEMENT  
IMPROVEMENT IN GOVERNMENT OPERATIONS

References: (a) Action Memo No. A-319 dtd 6 Dec 63 to multiple addressees fr DDCI, subj: "President's Memorandum on Government Economy"

(b) Action Memo No. A-411 dtd 18 Aug 64 to multiple addressees fr DCI, subj: "Economy Measures"  
(See DD/S Admin Notice No. 64-5 dtd 24 Aug 64)

1. The attached instructions require reports by all Support Offices.
2. The cost reduction plans for Fiscal Years 1966 and 1967 should be submitted to the Deputy Director for Support by 15 July 1965. The semi-annual progress reports should be submitted to the Deputy Director for Support by 15 January and 15 July of each year. (See paragraph 2 of Action Memorandum No. A-456, attached.)
3. Cost-savings actions for the last half of Fiscal Year 1965 (paragraph 3 of Action Memorandum No. A-456) should be submitted to the Deputy Director for Support by 2 July 1965.

4. Questions may be referred to

[Redacted]

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FOR THE DEPUTY DIRECTOR FOR SUPPORT:

[Redacted]

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EXECUTIVE OFFICER

Attachment:

Action Memorandum No. A-456 dtd  
8 June 65 to multiple addressees fr  
Ex Dir-Compt, same subject w/att

S-E-C-R-E-T

SPA-DD/S:JHP:fmf (11 June 65)

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✓ - Attached to subject file of action memos

1 - DD/S Chrono w/o atts